PERSONNEL AND PAYROLL

TABLE OF CONTENTS

3.1.1   Personnel and Payroll

NPPS shall provide required processing that is substantially the same for the personnel and payroll functions. These processes and the required deviations to commonalty between personnel and payroll are described in the following sections.

3.1.1.1   Suspended Transactions

NPPS shall provide the capability to suspend transactions prior to database update.

INPUTS

The inputs to the Suspended Transactions processes will be the personnel and payroll actions as described in Paragraphs 3.1.2.1 and 3.1.3.1.

PROCESSES

3.1.1.1-100

The capability shall be provided to collect and save each employee transaction with the exception of T&A reported hours and training actions for the purpose of applying (maturing) the transaction to the database at a future date.

3.1.1.1-101

The capability shall be provided to allow for multiple personnel transactions of different Nature of Action Codes (NOACs) to be suspended for the same employee whether or not those transactions have the same effective date.

3.1.1.1-102

The capability shall be provided to allow multiple payroll transactions of the same and different payroll action types (refer to Paragraphs 3.1.3.1) with the same effective date to be suspended for the same employee. When a previously suspended payroll transaction exists that is the same pay action type as the transaction currently being suspended, NPPS shall provide the capability to output an information message warning of possible duplication/contradiction.

3.1.1.1-103

The capability shall be provided for the user to specify the sequence in which personnel transactions shall be applied to the database for those actions with the same effective date for the same employee. Payroll transactions are not required to be sequenced for application.

3.1.1.1-104

The capability shall be provided to view or delete any suspended transaction and modify any unmatured suspended transaction. Suspended transactions that have been applied or for which errors have been detected will be identified as such when viewed.

3.1.1.1-105

The capability shall be provided to force display of all unmatured suspended personnel actions existing for an employee when a new action is suspended. Any of the existing actions that have an effective date later than the new action shall be set to error.

3.1.1.1-106

The capability shall be provided to disallow the suspension of NOAC 825 unless a companion separation action (NOACs 302, 303, 312, or 317) has been processed.

3.1.1.1-107

The capability shall be provided to disallow the suspension of NOAC 825 unless the effective date of the unmatured companion separation action (NOACs 302, 303, 312, or 317) matches the effective date of the NOAC 825 Separation Incentive action.

OUTPUTS

The following outputs shall result from the Suspended Transaction process.

3.1.1.1-200

Personnel and payroll suspended actions reports, Core Reports 905, 906, 907, 908, 909, 910, 950, 951, and 952 are included in Appendix G.

3.1.1.1-300

Personnel and payroll suspense actions as described in Paragraphs 3.1.2.1 and 3.1.3.1.

3.1.1.2   Transaction Maturation

NPPS shall provide the capability for Maturation and Computational and Integration processes for application of suspended personnel and payroll transactions to the NPPS database.

<u>INPUTS</u>

The inputs for the Transaction Maturation process will be suspended personnel and payroll transactions as described in Paragraph 3.1.1.1.

<u>PROCESSES</u>

3.1.1.2.1 Maturation Processes

The following paragraphs specify the requirements for Maturation processes of Transaction Maturation.

3.1.1.2.1-100

The capability shall be provided to mature suspended personnel actions whose Mature Error Flag equals blank when the action effective date is on or before a user specified date. The user shall have the option of maturing all personnel actions that meet the date criteria or only the personnel actions for the specific Social Security Numbers (SSNs) entered that meet the date criteria.

3.1.1.2.1-101

The capability shall be provided to mature all payroll actions that are effective on or before the first day of the current pay period at the beginning of the pay period and to mature individual pay actions at any time.

3.1.1.2.1-102

The capability shall be provided to mature suspended payroll actions individually.

3.1.1.2.1-103

The capability shall be provided to edit a suspended action during the maturation process. If an action should fail an edit, NPPS shall set the Mature Error Flag to F, indicating failure to pass the edit.

3.1.1.2.1-104

The capability shall be provided for the maturation process to reject all personnel actions that occur subsequent to the one in error effective for the employee in the period being matured. The Mature Error Flag shall be set to B for the actions so rejected.

3.1.1.2.1-105

The capability shall be provided for the user to reset the Mature Error Flag to allow the action to be applied during the next maturation process.

3.1.1.2.1-106

The capability shall be provided for the user to bypass edits for individual personnel actions applied during maturation.

3.1.1.2.1-107

The capability shall be provided to produce informative messages to the user whenever an error condition occurs preventing the transaction from being applied to the database. Personnel action error messages shall be produced as specified in Core Report 904. Payroll error messages shall be produced when individual actions are matured as specified in Core Report 201.

3.1.1.2.1-108

The capability shall be provided to produce an informative message for each field that changes as a result of the maturation of a personnel transaction. The message will contain the value of the field before and after the change as specified in Core Reports 358 and 359.

3.1.1.2.2   Computational and Integration Processes

The following paragraphs specify the requirements for the Computational and Integration processes of Transaction Maturation. These processes are required to compute and set data values required for other personnel and payroll processing based on the maturation of personnel actions.

3.1.1.2.2-200

The capability shall be provided to recompute NEBA: Age, NEBA: Age Class, and FEGLI: Age Group, if an employee's Date of Birth changes.

NEBA: Age shall be set to the NEBA year* - birth year - 1.

NEBA: Age Class shall be set to the class in accordance with Appendix J, NPPS Index Tables, with an age that is greater than or equal to the NEBA: Age.

FEGLI: Age Group shall be set based on the employee's FEGLI: Age.

FEGLI Age	FEGLI: Age Group
0 - 34	1
35 - 39	2
40 - 44	3
45 - 49	4
50 - 54	5
55 - 59	6
over 59	7

Where: FEGLI: Age = FEGLI insurance year* - birth year. If FEGLI month/day* is less than birth month/day, subtract 1 from FEGLI: Age

* Refer to Table 3.1.1.4.2-3.

3.1.1.2.2-201

The capability shall be provided to set TSP: Previous Birth Date to the previous value of Date of Birth when the employee's Date of Birth changes.

3.1.1.2.2-202

The capability shall be provided to set Appointment: Days Cum to zero when Appointment: Day Limit is set to zero.

3.1.1.2.2-203

The capability shall be provided to set Appointment: Dollars Cum to zero when Appointment: Dollar Limit is set to zero.

3.1.1.2.2-204

The capability shall be provided to set Appointment: Hours Cum to zero when Appointment: Hour Limit is set to zero.

3.1.1.2.2-205

The capability shall be provided to set Annual Leave: Category Code based on the employee's years of service and set Annual Leave: Change Date (if the Annual Leave: Category Code changes) to the Effective Date of the action when the employee's SCD: Leave changes.

Years of Service	Annual Leave: Category Code
0 - 2	4
3 - 14	6
15 +	8

* Beginning date of current pay period minus SCD: Leave.

3.1.1.2.2-206

The capability shall be provided to set the NASA Code Block to the first character of the NASA Classification Code if an employee's NASA Classification Code changes.

3.1.1.2.2-207

The capability shall be provided to change all current and historical data for an employee to reflect the current value for SSN, SSN: Previous, and TSP: Previous SSN if the employee's SSN changes.

3.1.1.2.2-208

The capability shall be provided to set the Correction/Cancellation Flag to Y for the action being corrected or cancelled for NOAC 001 and NOAC 002.

3.1.1.2.2-209

The capability shall be provided to change all current and historical data for an employee to reflect the current value for Name: Last, Name: First, Name: Middle, Name: Genealogical Suffix, Name: Previous Last, Name: Previous First, Name: Previous Middle, and Name: Previous Genealogical Suffix when the employee's Name changes.

3.1.1.2.2-210

The capability shall be provided to set the Union Dues: Required to zero and blank out the Union Code when an employee's Supervisory Code changes to 2 from something other than 2.

3.1.1.2.2-211

The capability shall be provided to compute the employee's Normals controls (refer to Paragraph 3.1.3.1.4-101) if any of the following fields change.

Annuitant Indicator	Position: Type
Date of Birth	Retirement Plan
Duty Status	Salary: Basic Pay
FEHB: Plan Code	Step
FEGLI: Code	Supervisory Code
Grade: Current	Tenure Code
Head of Agency	TSP: Employee Status Code
Pay Plan	Work Schedule Code
FEHB: Contribution Flag	Salary: Scheduled Basic Pay
Pay Table	Retention Allowance
Supervisory Differential	Salary: AUO
Salary: Locality Adjustment	Salary: Staffing Differential
Availability Pay: Annual Amt	

3.1.1.2.2-212

The capability shall be provided to recompute the employee's net pay if any of the following fields change and the employee's net pay has been computed for the current pay period.

Annuitant Indicator	Position: Type
Date of Birth	Retirement Plan
Duty Status	Salary: Scheduled Basic Pay
FEHB: Plan Code	Step
FEGLI: Code	Supervisory Code
FLSA Pay Status	Tenure Code
Grade: Current	TSP: Employee Status Code
Head of Agency	Work Schedule Code
Pay Plan	FEHB: Contribution Flag
Leave Entitlement	Pay Table
Retention Allowance	Supervisory Differential
Salary: Basic Pay	Salary: AUO
Salary: Locality Adjustment	Salary: Staffing Differential
Availability Pay: Annual Amt	

3.1.1.2.2-213

The capability shall be provided to set the TSP: Department and TSP: Agency when the employee's Agency Code: Employing changes. The TSP: Department shall be set to the

first two characters of the Agency Code: Employing and the TSP: Agency shall be set to the last two characters of the Agency Code: Employing.

3.1.1.2.2-214

The capability shall be provided to set Duty Station: Name based on a change to an employee's Duty Station: Code in accordance with the table TDTYSTN included in Appendix J.

3.1.1.2.2-215

The capability shall be provided to calculate Salary: Annual, Salary: Daily, and Salary: Hourly when the employee's Salary changes.

If the employee is the Head of Agency
Salary: Annual   =   Salary: Adjusted Basic Pay
Salary: Daily   =   0.00
Salary: Hourly   =   0.00

If the employee's Pay Basis is PD
Salary: Annual   =   0.00
Salary: Daily   =   Salary: Adjusted Basic Pay
Salary: Hourly   =   0.00

If the employee's Pay Basis is PH
Salary: Annual   =   Salary: Adjusted Basic Pay x 2087
Salary: Daily   =   0.00
Salary: Hourly   =   Salary: Adjusted Basic Pay

If employee is not Head of Agency and Pay Basis is not PD or PH
Salary: Annual   =   Salary: Adjusted Basic Pay
Salary: Daily   =   0.00
Salary: Hourly   =   Salary: Adjusted Basic Pay / 2087

3.1.1.2.2-216

The following capabilities and the processing specified in Paragraph 3.1.1.2.2-200 shall be provided for an accession action (NOAC series 100 or NOAC _ _ _ A).

• Payblock: Processing shall be set to the user specified value.

• Annual Leave: Ceiling shall be set to zero if Pay Plan equals "EX," 720 if Pay Plan equals "ES," and 240 for all others.

3.1.1.2.2-217

The capability shall be provided to set LWOP: WIG Hours and LWOP: WIG Excess Hours to zero when a promotion action (NOAC 702) or a Within Grade Increase (NOAC 893, 891) is matured or when a conversion action (NOAC 5**) that increases the employee's Grade: Current is matured.

3.1.1.2.2-218

The capability shall be provided to set LWOP: WIG Hours to the LWOP: WIG Max Allow Hours and set LWOP: WIG Excess Hours to LWOP: WIG Excess Hours plus the difference between LWOP: WIG Hours and LWOP: WIG Max Allow Hours when processing a NOAC 991 generated by planning actions.

3.1.1.2.2-219

The capability shall be provided to set the transaction to an error status if the LWOP: WIG Hours do not agree with the LWOP: WIG Susp Hours on a NOAC 991 or NOAC 893 or 891 generated by planning actions.

3.1.1.2.2-220

The capability shall be provided to set Annual Leave: P/T Carryover and Sick Leave: P/T Carryover to zero when the employee's Work Schedule Code changes from P, S, or T (Part-Time) to F (Full-Time) for NOAC 781 or NOAC 782.

3.1.1.2.2-221

The capability shall be provided to perform the following processing for a separation action (Duty Status changes to Z).

- TSP: Separation Flag shall be set to 1 if the TSP: Employee Status Code is Y, T, E, or N.

- Termination Code shall be set to the Nature of Action: Code.

- Termination Date shall be set to the Effective Date of the action.

- The cumulative retirement withholdings shall be transferred out in the following manner.

    - Set CSRS: Tran Out equal to CSRS: Tran Out + CSRS: NASA CUM

    - Set CSRS: NASA CUM equal to zero

- Set CSRS Mil: Tran Out equal to CSRS Mil: Tan Out + CSRS: Mil Dep CUM

- Set CSRS: Mil Dep CUM equal to zero

- Set CSRS: Civ Serv Cr Tran Out equal to CSRS: Civ Serv Cr Tran Out + Civil Service Credit: CUM

- Set Civil Service Credit: CUM equal to zero

- Set FERS: Tran Out equal to FERS: Tran Out + FERS: NASA CUM

- Set FERS: NASA CUM equal to zero

- Set FERS: Mil Tran Out equal to FERS: Mil Tran Out + FERS: Mil Dep CUM

- Set FERS: Mil Dep CUM equal to zero

• All bond deductions shall be canceled and the refund for each bond canceled shall be set to the Bond: Current Balance. If the employee's pay has been computed, the following computation shall be performed to back out the results of the bond computation (deduction and purchase) and refund the original balance.

A + ((B x .5) x C) - D

Where:

A = Bond: Current Balance

B = Bond: Denomination

C = Bond: Purchase Indicator
      (0 = Bond not Purchased, 1 = Bond Purchased)

D = Bond: Requested Deduction, if a Bond Deduction was taken this pay period

The Bond: Purchase Indicator shall be set to 0 if it had been set to 1.

3.1.1.2.2-222

The capability shall be provided to process up to three cash awards within the same biweekly pay period for the same employee.

The capability shall be provided to withhold federal, state, and city taxes, FICA, and Hospital Insurance Tax (HIT) on an Award: Amount. The capability shall also be provided to establish an award as NASA HQ issued by setting Award: Check equal to N during personnel action input.

The capability shall be provided to correct an Award: Amount for up to 3 years after the Effective Date of the award by maturing a correction action (NOAC 002) with the correct Award: Amount. If the correction is for a current pay period award action, the computations specified below shall be recomputed based on the new Award: Amount. If the correction is for a prior pay period award action, the difference between the new Award: Amount and the old Award: Amount shall be computed and used in the computations specified below. Where the difference is negative, a difference of zero shall be substituted.

The Award: Amount shall be added to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD.

Award: Net Earnings shall be added to Net Earnings: YTD.

The Federal Tax: Award B/W shall be computed as 28 percent of the Award: Amount. The Federal Tax: Award B/W shall be added to Federal Tax: QTD and Federal Tax: YTD.

If the employee lives in a taxing state and the award is a Spot Cash Award (i.e., NOAC 877 and Legal Authority Code: 1 = V3F or V7L), the State Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing state and the award is not a Spot Cash Award, the State Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the State Tax: Award B/W based on the tax algorithm for that state. However, the value of State Tax: Additional W/H shall not be used to compute the State Tax: Award B/W.

The State Tax: Award B/W shall be added to State Tax: MTD, State Tax: QTD, and State Tax: YTD. The Award: Amount shall be added to State Tax: Erngs QTD and State Tax: Erngs YTD.

If the employee lives in a taxing city and the award is a Spot Cash Award, the City Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing city and the award is not a Spot Cash Award, the City Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the City Tax: Award B/W based on the tax algorithm for that city.

The City Tax: Award B/W shall be added to City Tax: MTD, City Tax: QTD, and City Tax: QTD. The Award: Amount shall be added to City Tax: Erngs MTD, City Tax: Erngs QTD, and City Tax: Erngs YTD.

If the employee's Retirement Plan is 2, C, E, K, M, R, T, or N and the statutory limits for OASDI earnings or deductions have not been reached, OASDI: Award B/W and OASDI: Govt Contr B/W shall be computed as follows.

OASDI: Award B/W = A x B

OASDI: Govt Contr B/W = A x C

Where:

A   =   Award: Amount
B   =   Statutory OASDI Rate, Employee Contribution
C   =   Statutory OASDI Rate, Government Contribution

The Award: Amount shall increment the OASDI: Earnings QTD and OASDI: Earnings YTD up to the value of the statutory limit.

The OASDI: Award B/W shall increment the OASDI: QTD and OASDI: YTD up to the value of the statutory limit. The OASDI: Govt Contr B/W shall be added to OASDI: Govt Contr QTD and OASDI: Govt Contr YTD.

If the employee's Retirement Plan is 1, 2, 4, 6, C, E, K, M, R, T, or N, HIT: Award B/W and HIT: Govt Contr B/W shall be computed as follows.

HIT: Award B/W = A x B

HIT: Govt Contr B/W = A x C

Where:

A   =   Award: Amount
B   =   Statutory HIT Rate, Employee Contribution
C   =   Statutory HIT Rate, Government Contribution

The Award: Amount shall increment the HIT: Earnings QTD and HIT: Earnings YTD up to the value of the statutory limit.

The HIT: Award B/W shall increment the HIT: QTD and HIT: YTD up to the value of the statutory limit. The HIT: Govt Contr B/W shall be added to HIT: Govt Contr QTD and HIT: Govt Contr YTD.

An informative message shall be generated if a Spot Cash Award that was originally entered as a net amount causes the OASDI: Earnings YTD or OASDI: YTD to exceed the statutory limit at the time the action is matured.

The year-to-date controls shall be maintained for all deductions and earnings computed based on the Award: Amount.

3.1.1.2.2-223

The capability shall be provided to compute the OASDI and HIT deductions and accumulations for awards if an Award: Amount exists in the current pay period and the employee's Retirement Plan changes.

3.1.1.2.2-224

The capability shall be provided to prevent processing of more than 10 time-off awards for an employee in a single leave year.

3.1.1.2.2-225

The capability shall be provided to set an expiration date (Employee Time-Off Award Expiration Date) for a time-off award equal to the award effective date plus 365 days.

3.1.1.2.2-226

The capability shall be provided to prevent processing of a time-off award that would increase the total time-off awards granted in the current leave year to greater than 80 hours for full-time employees (Work Schedule Code = F), to an amount greater than the Part-Time Hours for a part-time employee (Work Schedule Code = P, S, or T), or to an amount greater than twice the Uncommon Tour Hours for an employee working uncommon tour hours (Uncommon Tour Hours greater than zero).

3.1.1.2.2-227

The capability shall be provided to process a correction to a time-off award. If the correction of a time-off award causes the recomputation of the current leave year hours granted (Employee Time-Off Award Hours Quantity) minus the current leave year hours used (Employee Time-Off Award Hours Cumulative Used Quantity) to be negative, an information message shall be produced.

3.1.1.2.2-228

The capability shall be provided to perform the following processing for a transfer action (NOAC 803) changing from Retirement Codes "C" or "E" to Retirement Codes "K," "M," "N," or "L."

- Set CSRS: Tran Out equal to CSRS: Tran Out + CSRS: NASA CUM

- Set CSRS: NASA CUM equal to 0

- Set CSRS Mil: Tran Out equal to CSRS: Mil Tran Out + CSRS: Mil Dep CUM

- Set CSRS: Mil Dep CUM equal to 0

- Set CSRS: Civ Serv Cr Tran Out equal to CSRS: Civ Serv Cr Tran Out + Civil Service Credit: CUM

- Set Civil Service Credit: CUM equal to 0

- Set FERS: Tran In equal to FERS: Tran In + CSRS: Tran Out + CSRS: Civ Serv Cr Tran Out

- Set FERS: NASA CUM equal to FERS: NASA CUM + CSRS: Tran Out + CSRS: Civ Serv Cr Tran Out

- Set FERS: Mil Dep Trnsfr In equal to FERS: Mil Dep Trnsfr In + CSRS Mil: Tran Out

- Set FERS: Mil Dep CUM equal to FERS: Mil Dep CUM + CSRS Mil Tran Out

3.1.1.2.2-229

The capability shall be provided to set all the TSP: Allocation Rate of Distr for the Government fund (G-fund) to 100 percent when the TSP: Employee Status Code changes from "I" to "E," from "I" to "Y," or from "I" to "N" for a FERS employee (Retirement Codes K, L, M, or N).

3.1.1.2.2-230

The capability shall be provided to set the TSP: Separation Flag to 1 when either the TSP: Separation Code or TSP: Separation Date changes and the TSP: Employee Status Code is not equal "I" or blank.

3.1.1.2.2-231

The capability shall be provided to compute the following CAPPS interface data fields based on changes to the personnel master record for each transaction.

AWARD-INDVDL-GRP-HNRY-QTY	EMPLHS-PRVS-WORK-SCHDL-CODE
AWARD-INDVDL-GRP-HNRY-RCVD-YEAR	PRSACT-CNVRSN-LGL-ATHRTY1-CODE
AWARD-PRFRMNC-SES-QTY	PRSACT-CNVRSN-LGL-ATHRTY2-CODE
AWARD-PRFRMNC-SES-RCVD-YEAR	PRSACT-CNVRSN-NOAC-CODE
AWARD-QLTY-INCRS-QTY	PRSACT-CNVRSN-NOAC-EFCTV-DATE
AWARD-QLTY-INCRS-RCVD-YEAR	EMPL-AP-CTR-CODE
AWARD-SPCL-ACT-QTY	EMPL-AWARDS-CTR-CODE
AWARD-SPCL-ACT-RCVD-YEAR	EMPL-CAO-CTR-CODE
EMPL-ACSN-LGL-ATHRTY1-CODE	EMPL-CNVRSN-CTR-CODE
EMPL-ACSN-LGL-ATHRTY2-CODE	EMPL-DOWNGRADE-CTR-CODE
EMPL-ACSN-NOAC-CODE	EMPL-FRM-NON-DTY-TO-DTY-CTR-CODE
EMPL-ACSN-NOAC-EFCTV-DATE	EMPL-NON-DTY-CTR-CODE
EMPL-HIRE-LGL-ATHRTY1-CODE	EMPL-OTHR-AWARDS-CTR-CODE
EMPL-HIRE-LGL-ATHRTY2-CODE	EMPL-PRFRMNC-AWARDS-CTR-CODE
EMPLHS-PRVS-GRADE	EMPL-PRFSNL-GAIN-CTR-CODE
EMPLHS-PRVS-GRADE-STEP-CODE	EMPL-PRFSNL-LOSS-CTR-CODE

EMPLHS-PRVS-OCPTNL-CODE EMPL-TRNG-CTR-CODE
EMPLHS-PRVS-PAY-BASIS-CODE EMPL-WORK-SCHDL-CHNG-CTR-CODE
EMPLHS-PRVS-PAY-PLN-CODE EMPLHS-PRVS-BASIC-PAY-AMT
EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT
EMPLHS-PRVS-DUTY-STN-CODE

3.1.1.2.2-232

The capability shall be provided to set Annual Leave: SES Chg This Year to "Y" when an employee converts to Pay Plan "ES" or "EX."

3.1.1.2.2-233

The capability shall be provided to perform the following processing if Duty Station: Code changes from or to 392560035 (Fairview Park) or 391680035 (Cleveland).

• Move Local Tax Entity: Code (2) and the associated city tax earnings and withholdings accumulators to the corresponding former city tax earnings and withholdings accumulators.

• Set Local Tax Entity: Code (2) to blank if Duty Station: Code changes from 392560035 or 391680035 to any other value.

• Set Local Tax Entity: Code (2) to "003" if Duty Station: Code changes to 391680035.

• Set Local Tax Entity: Code (2) to "004" if Duty Station: Code changes to 392560035.

3.1.1.2.2-234

The capability shall be provided to set the Annual Leave: Adv Ineligibility to "Y" when Duty Status changes from any value to "Y."

3.1.1.2.2-235

The capability shall be provided to delete an employee's payroll and personnel master records when the personnel action is a NOAC 001 Cancellation to a NOAC 1** or ***A accession personnel action. For a paid employee, the accession and cancellation must be within the same pay period and the employee's pay must not have been computed.

3.1.1.2.2-236

The capability shall be provided to apply a correction (NOAC 002) to an SSN of an employee who has been rehired from a previous appointment when data exists from the previous appointment. The payroll data records from the previous appointment shall be merged with the data created for the new appointment (the rehire action) with no manual actions required (except for month-to-date, quarter-to-date, and cumulative data), and the data records from the previous appointment shall be deleted. The new SSN shall then be used to correct all existing data records.

3.1.1.2.2-237

The capability shall be provided to calculate the overtime rate when the employee's salary changes.

If the employee is the Head of Agency or Pay Plan = ES or EX
Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PD
Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PH
Pay Rate: Overtime Rate = Salary: Hourly x 1.5

If the employee is not Head of Agency and Pay Basis is not PD or PH
Pay Rate: Overtime Rate = Salary: Hourly x 1.5

* If the FLSA Pay Status = 'E' and NASA Classification Code is not 10000, the employee's overtime rate shall not exceed the maximum overtime rate as specified in paragraph 3.1.3.2.3-500 of the Gross Pay Computation section. For Fire Fighters, the overtime rate shall be limited to the greater of the overtime rate of a 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay) or the employee's basic rate of pay (hourly rate).

3.1.1.2.2 - 238

The capability shall be provided to disallow an employee having a duplicate NOAC with the same effective date within the same pay period.

3.1.1.2.2-239

The capability shall be provided for the Mature process to set the Reactivation Indicator in Payroll to '0' (active) when the Duty Status changes from 'Z' to any other value; and to reset the payroll master separation date and NOAC code reflected on the LUMP screen

3.1.1.2.2-240

The capability shall be provided for the Mature process to set Scheduled Adjusted Basic Pay in the Pay Master File equal to the Salary Cap for Reemployed Annuitants (Annuitant Indicator is equal to 1, 4, 5, A, C, or E), IF the Empl Scheduled Adjusted Basic Pay Amt is greater than Executive Level III Salary for Pay Plans eq ES, AD, SL, ST, CA, or Executive Level IV if Pay Plan eq GS or GM—Scheduled Adjusted Basic Pay, in Pay Master, not Personnel Master File, shall be set according to the Salary Levels III and IV in Relational Edit Table REX2.

Pay Plan	**Salary CAP REX2**
ES, AD, SL, ST, CA	Ex Level III Salary
GS, GM	EX Level IV Salary

The following outputs shall result from the Transaction Maturation process.

3.1.1.2-300

Updating of employees' database records with the most current information ac of the last transaction matured.

3.1.1.2-400

Personnel Mature Transaction and Error Report, Core Report 358; included in AppendixG.

3.1.1.2-500

Mature Transaction and Integration Report, Core Report 359; included in Appendix G.

3.1.1.2-600

Payroll Mature Transaction Report, Core Report 201; included in Appendix G.

3.1.1.2-700

Personnel Online Error Transaction Summary, Core Report 904; included in Appendix G.

3.1.1.2-800

Updated data fields (Appendix M, HQ Specifications) required to support CAPPS reporting requirements for each personnel action matured for each employee.

3.1.1.3   Security and Access Control

NPPS shall provide the capability for a local NPPS system administrator to manage (create and update individual user permission profiles) access to NPPS functional personnel, payroll, and application administration processing capabilities.

The input to Security and Access Control will consist of a NPPS user security profile which describes all user permissions. This profile shall consist of a user identifier (name), userid and password, and permission identifiers for update or view as specified in Table 3.1.1.3-1, Security and Access Control Inputs.

PROCESSES

3.1.1.3.1 Security Profile Maintenance

The following paragraphs specify the requirements for the Security Profile Maintenance process.

3.1.1.3.1-100

The capability shall be provided to maintain (add, change, and delete) individual user security profiles within an installation by the user identified as the application administrator.

3.1.1.3.1-101

The capability shall be provided to assign update, view, or no-access permissions at each successive functional level of NPPS capability to, and including, the screen level. The permission assigned at the functional level shall be populated automatically at the lower levels in that function with an optional override capability at the lower levels. The highest functional permissions within an installation shall be personnel, payroll, and application administration.

3.1.1.3.1-102

The capability shall be provided to assign permissions to update employees based on the value of Payblock: Processing for payroll users.

3.1.1.3.1-103

The capability shall be provided to assign separate or combined access permissions for personnel, payroll, and application administration functions. The capability shall be provided to allow add and change of functional permissions of other users in the same installation as the application administrator for that function.

TABLE 3.1.1.3-1 SECURITY AND ACCESS CONTROL INPUTS

Input Name	Definition	Source
Functional Security Permissions	Every profile shall have permissions for the major NPPS functions (personnel actions, payroll actions, T&A, etc). Blank User may not view any part of the function. Review User may view all portions of the function, but may not change any data. Update User may view all portions of the function and update data.	User
Detail Security Permissions	Permissions shall be granted at the subfunction and/or screen level under each major function. Blank User may not view any part of the function. Review User may view all portions of the function, but may not change any data. Update User may view all portions of the function and update data.	User
Administrator Permissions	If the security profile is that of an administrator, another administrator may be established equal to that of the original Password by placing a Y in Payroll, Personnel, and/or Application Administration.	User
User Name	Name of the user shall be associated with any transaction that the user initiates.	User
Userid	NPPS userid shall be associated with the profile created for the user.	User
Password	An 8-character field that contains the NPPS application password associated with a particular userid. The password shall be assigned by the NPPS System Administrator initially and subsequently maintained and updated by the user (owner of the userid). The password may not be viewed, but may be temporarily changed by the NPPS System Administrator and will be available for one logon (up to three attempts) by the owner of the userid. The password must be at least six characters in length and must contain alpha and numeric characters.	
SSN	User's SSN shall be used to assure that the user cannot access his/her own data for update.	User

3.1.1.3.1-104

The capability shall be provided to copy the privileges of an existing user profile to a new user.

3.1.1.3.1-105

The capability shall be provided for a user, designated as an application administrator (personnel, payroll, or application administration, or combinations thereof), to be able to list user Name, SSN, NPPS userid, and the identification of the security profiles (personnel, payroll, and/or application administration) that have been allocated to the user as specified in Core Report 913.

3.1.1.3.1-106

The capability shall be provided to allow a security administrator to reset a user's password. The user's current password shall be set to the temporary password assigned by the administrator, and the previous password shall be initialized to null.

3.1.1.3.2   Access and Navigation

The following paragraphs specify the requirements for Access and Navigation processes.

3.1.1.3.2-200

The capability shall be provided to limit system access to update or view only at the transaction (single and chained screens) level.

3.1.1.3.2-201

The capability shall be provided to check access authority before each transaction is processed. The user shall not be allowed access to the requested function/screen if access is not authorized in the user's security profile.

3.1.1.3.2-202

The capability shall be provided to display a message when access to a requested transaction or functional level is denied.

3.1.1.3.2-203

The capability shall be provided for users to navigate from one NPPS function to another, bypassing any menu selection, while still maintaining access permission integrity. This capability shall be denied when the current screen is logically related to and automatically executes a subsequent screen.

3.1.1.3.2-204

The capability shall be provided to limit a user's access to employee data or any function to a single Installation Code.

3.1.1.3.2-205

The capability shall be provided to enter the employee's name or any number of beginning characters of the last name and retrieve the SSN (using a name search) on all screens where SSN is required. All employees satisfying the search criteria shall be retrieved for display to the screen. The listing shall contain Name: Last, Name: First, Name: Middle, SSN, and Organization Assigned. The user shall be able to select the desired employee and the system shall return that SSN to the previously selected screen and continue as if the SSN had been input directly by the user.

3.1.1.3.2-206

The capability shall be provided to prevent a user from processing an action against the user's own SSN, except where SSN is not absolutely required to specify the scope of the transaction (i.e., Realignment Mass Actions, Global Change to Financial Institution).

3.1.1.3.2-207

The capability shall be provided to limit a user's access to employee data during SF 52 Personnel Action Processing by organization. Access shall be granted by single organization code, multiple organization codes, a range of organization codes, or any level of the organization code. Separate access criteria shall be provided for the employee Organization: Assigned and Organization: Located. The access criteria shall also be used to limit browse access during SF 52 Personnel Action Processing.

3.1.1.3.2-208

The capability shall be provided to require users to change their temporary password (assigned by the security administrator) the first time they log on to NPPS.

3.1.1.3.2-209

The capability shall be provided for users to change their password at any time. The password cannot be the same as the current password or the previous five passwords. Once the password is changed, the user shall be required to change it again in 60 days.

3.1.1.3.2-210

The capability shall be provided to disallow access to NPPS if a user makes three unsuccessful password attempts. A record of the failed logon attempt (the third unsuccessful attempt) shall be made and a daily report of all such failed attempts shall be produced.

3.1.1.3.2-211

The capability shall be provided to disallow updates to the payroll master files between the payroll finalization process (Jobs NA00004 and NA00005) and the payroll initialization process (Job NA00006).

<u>OUTPUTS</u>

The following output shall result from the Security and Access Control process.

3.1.1.3.2-300

NPPS User Security Profile with access permission information.

3.1.1.4   System Administration Capabilities

NPPS shall provide system administration processing and the capability to exercise control over those processes. NPPS administration capabilities shall be provided for NPPS system tables, application controls, interactive help, batch job scheduling, and batch job maintenance.

3.1.1.4.1   NPPS System Tables

NPPS shall provide the capability to maintain core relational edit tables in support of personnel transaction editing and the NPPS command table to support core command entries and installation-unique command entries.

<u>INPUTS</u>

The inputs for NPPS system tables will be relational edit tables specified in Table 3.1.1.4.1-1 and command table entries consisting of NPPS core and center-unique screen names to be used in the NPPS navigation not requiring use of the menu structure.

<u>PROCESSES</u>

3.1.1.4.1-100

The capability shall be provided to add, change, and delete relational edit tables containing NASA Personnel edit requirements.

3.1.1.4.1-101

The capability shall be provided to allow local installation add, change, and delete of command table entries associated with center-unique command processing.

TABLE 3.1.1.4.1-1 NPPS RELATIONAL EDIT TABLES

APPENDJ	APPENDG	APPENDI
APPENDU	LWA	APPENDR
EX2	PPO	DDE
PPL	PSK	NOO
PSI	SLS	PSH
SLR	SPC	SLQ
SPE	SPHPPLN	SLV
SPL	SRA	SPD
SRW	SRX	SPHPRAT
SUB	TAE	SRV
TAH	STK	TAG

Relational tables corresponding to NASA Personnel edit codes.

OUTPUTS

The following outputs shall result from the System Tables process.

3.1.1.4.1-200

New and modified relational tables (refer to Table 3.1.1.4.1-1).

3.1.1.4.1-300

Updates to the NPPS Command Table.

3.1.1.4.2   Application Controls

NPPS shall provide the capability for the user to maintain application controls for installation level parameters, personnel function parameters, and payroll functional parameters used for NPPS processes and reporting.

INPUTS

The inputs for installation parameters are specified in Table 3.1.1.4.2-1, personnel functional parameters as specified in Table 3.1.1.4.2-2, and payroll functional parameters are specified in Table 3.1.1.4.2-3.

TABLE 3.1.1.4.2-1 INSTALLATION-UNIQUE PARAMETERS

Parameter Name	Definition	Source
Installation Code	Code which identifies installation.	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation, and city, state, and zip code.	User
Installation Duty Station	Duty station code which will be used as a default value on accessions.	User
Additional Address for SSA Tape	Additional address lines used to further identify the installation address when submitting the Social Security Administration (SSA) tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; placed on every W2 during pay year-end processing.	User
NEBA Check: Name Address City-State-Zip	Name and address of the institution which receives the NASA Employee Benefits Association (NEBA) payroll deductions from the installation each pay period via the net pay tape.	User
Federal Reserve Bank: Name Address City-State-Zip	Name and address of the federal reserve bank which receives the tax payment from the installation each pay period.	User
Appropriation Code	An appropriation code will be entered which will be used for the installation when vouchering.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User
Phone	Phone number of the installation payroll contact which appears on TSP tape and Electronics Fund Transfer (EFT) tape.	User
Location	TSP-LOCATION (Reference OMB Bulletin 87-3).	User
Agency Code, Employing	Four-digit number which will be assigned as a default for accessions.	User
Payroll Office Number	Eight-digit number which identifies the payroll office and appears on EFT tape and net pay tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank city for Payroll Core Report 406.	User

TABLE 3.1.1.4.2-2 PERSONNEL FUNCTIONAL PARAMETERS

Parameter Name	Definition	Source
Office ID	OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.	User
Mail Code	Mail Code to print on Core Reports 250, 251, 254, 369, and 372.	User
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.	User
ORG Hierarchical Structure	The default ORG Hierarchical Structure to be used in the SF 50 printing process. Refer to Paragraph 3.1.2.4-110 for definition.	User
TSP Enrollment Date	TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.	User
Signature Code: Approving Official	The Signature Code that corresponds to the signature to print on Core Report 151.	User
TSP Season Indicator	O = Open Season C = Closed Season	User
Mature Control	Y = Mature is active N = Mature is not active This control shall be used to prevent simultaneous execution of mature jobs and to prevent generation of personnel actions while the mature is active.	User
Position's Org Location	Location of Position's Organization printed in blocks 14 and 22 of the SF 50 and SF 52.	User

TABLE 3.1.1.4.2-3 PAYROLL FUNCTIONAL PARAMETERS

Parameter Name	Definition	Source
Using Date (FEGLI Year)	Starting year to be used for FEGLI: Age recalculations (refer to Paragraph 3.1.1.2.2-200).	User
Mature Lock (Y/N)	"Y" to prevent personnel mature processing.	User
NEBA Year	Date to be used in NEBA calculation, NEBA Age = NEBA Year - Year of Employee's Birth - 1.	User
TSP Effdate	Date used for TSP tape (Pay Date).	User
Payblock for Accessions	Payblock number that NPPS shall automatically assign to an accession at the time that it is matured.	User
Payroll Table Lock (Y/)	"Y" to stop table changes for pay computation process. NPPS shall not allow table changes when this field has a value of "Y."	*Database/ User Override
Payroll Data Lock (Y/)	Enter "Y" to stop Master File update after the final reports process has begun [(i.e., MER Modules and Payroll Mature (online and batch)]	*Database/ User Override
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.	*Database/ User Override
Tax Quarter	Calendar year quarter (blank, 1-4) will be blank until the last full pay period of the quarter, then it shall be set to a number which initiates the generation of the quarterly reports produced in the current pay period. The capability shall be provided to reset the value to blank.	*Database/ User Override
Pay Period	Pay period number (1-27). NPPS shall increment by one each pay period.	*Database/ User Override
Current Leave Period	Leave period number (1-27). NPPS shall increment by one each pay period.	*Database/ User Override
Current PP Beginning Date	Pay period start date (always a Sunday). NPPS shall set this value to the new pay period value each pay period.	*Database/ User Override
Month-to-Date (Y/N)	Indicate "Month-end" with "Y" and "Not Month-end" (i.e., off-month) with "N." NPPS shall automatically set and reset this value when the end of the month for pay is reached and passed.	*Database/ User Override
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday). NPPS shall set this value to the new pay period value each pay period.	*Database/ User Override
Number of Leave Periods	Number of leave periods in the current year. NPPS shall set this value at the beginning of the leave year.	*Database/ User Override
Prior Leave Year Ending Date	Pay period ending date of the last leave period of the prior leave year. Used in the SF 1150 (Report 409).	User

*Initial values must be entered at installation

PROCESSES

3.1.1.4.2-100

The capability shall be provided to retrieve and modify the installation table data.

3.1.1.4.2-101

The capability shall be provided to retrieve and modify the personnel control data.

3.1.1.4.2-102

The capability shall be provided to retrieve and modify the payroll control data.

OUTPUTS

The following outputs shall result from the Application Controls process.

3.1.1.4.2-200

Updates to the installation table (refer to Table 3.1.1.4.2-1).

3.1.1.4.2-300

Updates to the personnel control data (refer to Table 3.1.1.4.2-2).

3.1.1.4.2-400

Updates to the payroll control data (refer to Table 3.1.1.4.2-3).

3.1.1.4.3 Interactive Help

NPPS shall provide an interactive help facility.

INPUTS

The inputs for the NPPS interactive help capabilities will be descriptive text data entered through NPPS screens.

PROCESSES

3.1.1.4.3-100

The capability shall be provided to enter help data specifically keyed to NPPS screens. Multi-page capabilities and add, change, delete, copy, and insert page capabilities shall be provided.

3.1.1.4.3-101

The capability shall be provided to retrieve the help data specific to the NPPS screen currently displayed, using a function key.

3.1.1.4.3-102

The capability shall be provided to access the NPPS data dictionary from the interactive help facility.

3.1.1.4.3-103

The capability shall be provided to retrieve field-level help for the following fields by entering a question mark (?) in the first position of the field.

Personnel Fields

Administrative Level	Legal Authority Code: 1
Agency Code: Employing	Legal Authority Code: 2
Agency Code: Transferred From	Minority Code
Agency Code: Transferred To	NASA Classification Code
Annuitant Indicator	NASA Special Prog Identifier
Award: Check	NOAC
Award: Type	Non-NASA Appropriation Code
Citizenship	Non-NASA Project Line Item
Coop: Intended Degree Field	Occupational Code
Coop: Intended Degree Level	Organization: Assigned
Coop: School Code	Organization: Located
CPP	Pay Basis
Degree: Fourth Highest Field	Pay Plan
Degree: Fourth Highest Level	Pay Plan: Highest
Degree: Fourth Highest School	Pay Plan: Retained
Degree: Highest Field (Acad Disc)	Pay Rate Determinant
Degree: Highest Level	Pay Table
Degree: Highest School	Performance Rating: Current
Degree: Second Highest Field	Performance Rating: Prior 1
Degree: Second Highest Level	Performance Rating: Prior 2
Degree: Second Highest School	Performance Rating: Prior 3
Degree: Third Highest Field	Position: Criticality
Degree: Third Highest Level	Position: Occupied
Degree: Third Highest School	Position: Type
Departure Destination	Position: Type Local
Departure Reason	Random Testing Designator
Detail: Duty Station Code	Random Testing Designator Group
Detail: NASA Classification Code	Ready Reserve Branch
Detail: Occupational Code	Ready Reserve Rank
Detail: Organization Assigned	Retired Mil: Pay Status
Detail: Pay Plan	Retired Mil: Retirement Basis
Duty Station Code	Retired Mil: Service Component
Duty Status	Retired Mil: Service Pay Grade
Educational Level	Retired Mil: Svc Designation
Empl AP Ctr Code	Retirement Plan
Empl Award Bdgt Code	Retirement: Prior Coverage
Empl Awards Counter Code	Sex
Empl Bonus Dfrntl Basis Code	SF 50: Combined
Empl Conversion Counter Code	SF 50: Print
Empl Lctd Instltn Code	SF 50: Required
Employee Indicator	SF 50: Signature Code
Facility Code	Supervisory Code
FEGLI: Code	Tenure Code
FEHB: Contribution Flag	Title Code
FEHB: Plan Code	Training/Dev Program

FERS: Coverage   TSP: Employee Status Code
Financial Statement Code   TSP: Separation Code
FLSA Pay Status   TSP: Vesting Period
Followup Code 1 - 8   Union: Bargaining Unit Status
Functional Classification   Veteran Preference
Handicap Code   Veteran Status
Head of Agency   Work Schedule Code
Leave Entitlement

Payroll Fields

Account Type: EFT   FEHB: Prior Plan Code
Award Case Nmbr Instltn Code   Financial Inst Routing Nbr
Award ICB Category Code   Four Day Percent (FEGLI)
Award: Type   Hazardous Code
Bond: Denomination   Local Tax Entity: Code (City)
CFC: Agency Code   T&A: Other Leave Code
City Tax: Former Code   TSP: Record Number
Donated AL: Reason Code   Union Code
FEHB: Plan Code

OUTPUTS

The following outputs shall result from the Interactive Help process.

3.1.1.4.3-200

New and modified NPPS help data.

3.1.1.4.4   Batch Job Scheduling

NPPS shall provide the capabilities necessary to control the scheduling and execution of
NPPS core and center-unique batch jobs in the MVS JES 2 operating environment.

INPUTS

The inputs for batch job scheduling consist of batch jobs predefined to NPPS, the JCL
necessary to execute the batch jobs, and the output control data necessary to create,
assemble, and route hardcopy output. In addition, job execution status information is
input to record the status of each job execution.

PROCESSES

3.1.1.4.4-100

The capability shall be provided to schedule each NPPS batch job, set a scheduled job to hold, and to delete jobs in schedule or hold status.

3.1.1.4.4-101

The capability shall be provided to solicit changes to report distribution and report parameter data to be used to override the predefined default values only for that scheduled execution of the job. The capability to prevent the scheduling of a job without mandatory parameter values shall be provided.

3.1.1.4.4-102

The capability shall be provided to schedule batch jobs based on a predefined schedule and frequency. Override of predefined schedules shall be provided.

3.1.1.4.4-103

The capability shall be provided to submit batch jobs to MVS JES 2.

3.1.1.4.4-104

The capability shall be provided to query the execution status of batch jobs and to capture the step-by-step execution and any errors resulting from execution of the programs being executed. The capability shall be provided to list the detailed execution status by job.

3.1.1.4.4-105

The capability shall be provided to execute user initiated jobs outside the batch administration control capabilities for printing SF 50s and producing PMRS reports.

OUTPUTS

The following outputs shall result from the Batch Job Scheduling process.

3.1.1.4.4-200

NPPS batch schedule entries.

3.1.1.4.4-300

Overriding report recipient data and report parameters.

3.1.1.4.4-400

Displays of schedule status and execution results.

3.1.1.4.5   Batch Job Maintenance

NPPS shall provide the capability to maintain the data necessary to define NPPS batch jobs and individual reports, and to build and maintain the job control language procedures necessary to execute the jobs when scheduled.

INPUTS

The inputs for batch job scheduling consist of job and report definition, execution and distribution information, NPPS printer definition information, and job control language statements. Table 3.1.1.4.5-1 specifies the inputs for Batch Job Maintenance.

PROCESSES

3.1.1.4.5-100 NPPS Printer Definition

The capability shall be provided for the user to define local installation network printers as NPPS printers for the purpose of routing NPPS generated hardcopy report output.

3.1.1.4.5-101

The capability shall be provided to prevent the routing of hardcopy reports generated by NPPS jobs executed through the NPPS batch scheduling capabilities to network printers not defined in the NPPS printer inventory.

TABLE 3.1.1.4.5-1 BATCH JOB MAINTENANCE INPUTS

Field Name	Report Definition	Source
Report Number	Report tag number in the JCL, immediately following the Parm number (maximum of four).	User
Report Title	Title assigned when report is created.	User
Job Number	Job number assigned when report was created (i.e., the job to which the report belongs). (Reports can exist in more than one job.)	User
Print Recip List	"Y" to include the distribution list at the start of the report; otherwise, blank.	User
Total Print Copies	Number of copies requested for this report.	User
Message	Special text to be printed on the distribution page.	User
Private	"Y" to have a Privacy Act message printed on the distribution page and private instruction included in the control record.	User
Printer Control Format Instructions	This data will be added to the printer control record generated from the form number and number of copies (i.e., FORMAT = FMT7 for picture format).	User
Run Order Category Code	"1" = Process, "2" = Reports, and "3" = User Initiated; such as SF 50 process.	User
Run Order Category Sequence	Four-digit number which controls the execution sequence; the lowest number runs first.	User
Automatic Schedule Run Frequency	Option for having the system automatically schedule jobs. "0" (zero) = On Request, "D" = Daily, "W" = Weekly, "B" = Biweekly, "M" = Monthly, "Q" = Quarterly, "A" = Annually.	User
Automatic Schedule Next Run Date	Date used by the auto-scheduler as its initial run date.	User
Parameter Data Required	"Y" will force the user to enter parameter values when the job is scheduled; default values will not be used.	User
Output Type	"T" = Tape, "H" = Immediate Hardcopy, "S" = Special Device, and "B" = both Tape and Special Device.	User
Printer (Output) Device ID	System (MVS JES 2) recognized device name.	User
Parameter Edit Modules	Programs which are executed when the job is scheduled to request input of data selection information from the user. The corresponding numbers must agree with values in the JCL.	User

3.1.1.4.5-102

The capability shall be provided to establish and query a table of NPPS printers containing the network routing ID, required to define the output destination to MVS JES 2, and the location and printer type information useful in selecting a printer for output when building new NPPS jobs.

3.1.1.4.5-200 Batch Job Definition

The capability shall be provided to define individual NPPS jobs to be executed in batch.

3.1.1.4.5-201

The capability shall be provided to assign job number, job name and whether the job is a report, a process, or a user job (print SF 50s and PMRS Reports) that is started and executed outside of the batch administration controls. The process jobs shall be executed before report jobs when both types have been scheduled for contemporaneous execution.

3.1.1.4.5-202

The capability shall be provided to assign a batch job sequence number that shall be used to determine the order of execution when multiple batch jobs are scheduled within the process or reports categories.

3.1.1.4.5-203

The capability shall be provided to assign the frequency of execution and whether the job schedule is to be generated by NPPS. The capability shall be provided to generate a calendar of scheduled dates for the current calendar year for each job so identified. User override of the scheduled dates shall be provided.

3.1.1.4.5-204

The capability shall be provided to establish and modify default report parameters for each report in the job requiring parameters. NPPS shall use the default parameters on each job execution unless overriding parameters are entered when the job is scheduled. Reporting options requiring parameters (sort sequence, etc.) are included in Appendix G.

3.1.1.4.5-300 Batch Report Definition

The capability shall be provided to define reports to be produced for each NPPS job.

3.1.1.4.5-301

The capability shall be provided to assign report number, name, and the batch job from which the report is produced. The capability shall be provided to establish a different report definition for a report for each job from which the report is produced.

3.1.1.4.5-302

The capability shall be provided to optionally print a Privacy Act warning as a cover page for reports that will contain private data.

3.1.1.4.5-303

The capability shall be provided to specify and print multiple copies of a report.

3.1.1.4.5-304

The capability shall be provided to define and maintain report assembly and distribution information. This shall include recipient name and location, assembly instructions, and number of copies.

3.1.1.4.5-305

The capability shall be provided to globally change recipient name and address.

3.1.1.4.5-400 Job Control Language Definition

The capability shall be provided to establish and maintain the job control language statements for each NPPS job.

3.1.1.4.5-401

The capability shall be provided to query the job control language sets by job name and add, change, and delete job control language sets.

3.1.1.4.5-402

The capability shall be provided to copy a job control language set from one job to establish a new job with a different name.

3.1.1.4.5-403

The capability shall be provided to renumber (resequence) a job control language set.

OUTPUTS

The following outputs shall result from the Batch Job Maintenance process.

3.1.1.4.5-500

NPPS printer descriptions.

3.1.1.4.5-600

NPPS batch job definitions.

3.1.1.4.5-700

NPPS batch report definitions.

3.1.1.4.5-800

NPPS job control language sets.

3.1.1.5   Ad Hoc Query/Reporting

NPPS shall provide the capability for the user to develop ad hoc queries and design unique reports for obtaining information from the NPPS database. NPPS shall conform to the Automated Information Management (AIM) software standards to satisfy this requirement by utilizing the Software AG product, SUPER NATURAL.

3.1.1.6   History

NPPS shall provide the capability to capture database update results to support the historical data requirements which include (1) pay and leave history by pay period for each employee, including the NASA share of employee benefits, (2) personnel action transaction history for each employee, and (3) transaction audit trails of NPPS database maintenance.

<u>INPUTS</u>

The inputs for the History process will be personnel and payroll actions which are applied to the employee database. The subset of payroll employee data values that shall be captured for historical purposes are defined in Appendix K Data Dictionary.

<u>PROCESSES</u>

3.1.1.6-100

The capability shall be provided to create a cumulative pay and leave history for each active employee (Reactivation Indicator not equal 3) for each pay period to include all pay results and leave balances resulting from the pay period process, including pay adjustments.

3.1.1.6-101

The capability shall be provided to retain historical information on the results of all personnel transactions, as well as to retrieve and modify (or delete) the historical data as required. When a personnel transaction is applied to the database (matured), a complete before-and-after image of the employee's data shall be captured, saved for historical purposes, and shall include the date the transaction was matured (mature process date). Corrections and cancellations shall be applied to the original historical data when the correction/cancellation is processed. In addition, the employee's time in grade and age at the time the transaction becomes effective shall become a part of the historical record. A complete list of personnel historical information requirements is specified in Appendix K.

3.1.1.6-102

The capability shall be provided to add, modify, or delete an employee's personnel historical record(s). Maintenance of the historical record shall be based upon the employee's SSN, the NOAC, and Effective Date of the transaction. Full modification of any field (both the before-and/or-after image) shall be provided.

3.1.1.6-103

The capability shall be provided to retain payroll transactions which have updated the NPPS database. This history shall include, at a minimum, the transaction values, an identification of the type of transaction, the date of the transaction, and the transaction initiator.

3.1.1.6-104

The capability shall be provided to save ADABAS/NATURAL error messages that are issued as a result of interactive transactions.

The capability shall be provided to retain personnel cancellation and correction transactions to provide a complete audit trail of actual transactions that modified the employee data when combined with the historical information retained in accordance with Paragraph 3.1.1.6-101.

OUTPUTS

The following outputs shall result from the History process.

3.1.1.6-200

Before-and-after images of employee data as a result from any personnel NOAC at the time the action is matured as defined in Appendix K.

3.1.1.6-300

Employee pay and leave data as of the end of each pay period as defined in Appendix K.

3.1.1.6-400

Audit trail image of the changes to employee data as a result of any personnel NOAC matured as defined in Appendix K.

3.1.1.6-500

Payroll transaction images, execution date/time, and the identification of the initiator of payroll transactions that have updated the database.

3.1.1.6-600

ADABAS/NATURAL error messages saved as part of transaction history.

3.1.1.7   Year-End Processing

NPPS shall provide annual database update and reporting capabilities as described in this section.

3.1.1.7.1   Fiscal Year-End

NPPS shall provide the following fiscal year-end processing capabilities to be applied after the last full pay period of the fiscal year.

INPUTS

The inputs for Fiscal Year-End processing will be the personnel and payroll master data files as specified in Paragraph 3.3.

PROCESSES

3.1.1.7.1-100

The capability shall be provided to initialize military leave days accumulations to zero and to carry over unused days between 1 and 15 for use in the following fiscal year.

OUTPUTS

The following outputs shall result from the Fiscal Year-End process.

3.1.1.7.1-200

Personnel and payroll master data files.

3.1.1.7.2   Pay Year-End

NPPS shall provide the following capabilities to be applied at the end of the last full period for pay (pay period ending date plus 10 days) in the calendar year.

INPUTS

The inputs for the Pay Year-End process will be the personnel and payroll master data files.

PROCESSES

3.1.1.7.2-100

The capability shall be provided to produce employee W2s (Core Report 418), end of pay year reports (Core Reports 415, 416, 417, 421, and 422), and the SSA output interface.

3.1.1.7.2-101

The capability shall be provided to initialize all year-to-date earnings accumulations and deductions accumulations to a value of zero.

3.1.1.7.2-102

The capability shall be provided to set the Pay Cntl: TSP Tape Seq to a value of

OUTPUTS

The following outputs shall result from the Pay Year-End process.

3.1.1.7.2-200

Personnel and payroll master data files.

3.1.1.7.2-300

Core Reports 415, 416, 417, 418, 421, and 422 (included in Appendix G) and the SSA interface.

3.1.1.7.3   Leave Year-End

NPPS shall provide the following capabilities to be applied at the beginning of the first full pay period of the calendar year.

INPUTS

The inputs for the Leave Year-End process will be the personnel and payroll master data files.

PROCESSES

3.1.1.7.3-100

The capability shall be provided to initialize leave year-to-date hour accumulations and leave cost accumulations to zero.

3.1.1.7.3-101

The capability shall be provided to set the amount of annual leave to be carried forward to the new leave year equal to the annual leave balance, provided the balance is equal to or less than the annual leave ceiling.

3.1.1.7.3-102

The capability shall be provided to compute a new ceiling equal to the employee balance if the employee ceiling is greater than 240 (720 for senior executive service employees) and the Annual Leave: Earned Balance is less than the ceiling. For senior executive service (Pay Plan ES) and executive pay act (Pay Plan EX) employees converted during the leave year, only the leave accrued prior to conversion in the current leave year will be subject to the 240 hours ceiling requirement.

3.1.1.7.3-103

The capability shall be provided to initialize expired restored leave to zero.

3.1.1.7.3-104

The capability shall be provided to optionally delete all records for inactive paid employees from the database. Prior to deletion, the employee's forwarding address shall be copied to personnel history.

3.1.1.7.3-105

The capability shall be provided to initialize the biweekly Combined Federal Campaign (CFC) deduction to a value of zero.

3.1.1.7.3-106

The capability shall be provided to recalculate the FEGLI age for all employees with optional insurance coverage elections, the premiums for which are based on age.

3.1.1.7.3-107

The capability shall be provided to initialize the Empl TOA Hrs YTD Grntd Qty to a value of zero.

3.1.1.7.3-108

The capability shall be provided to initialize a Time-Off Award Account to null when the balance is zero due to either usage or forfeiture.

3.1.1.7.3-109

The capability shall be provided to delete all compensatory time records for terminated employees, all forfeited compensatory time records with an original earned date more than 3 years old, and all extended compensatory time records where the extended hours have all been used and none have been forfeited.

3.1.1.7.3-110

The capability shall be provided to compute the projected annual leave accrual for the new leave year for all active employees.

3.1.1.7.3-111

The capability shall be provided to recompute the insurance age of each employee participating in payroll deductions for the NEBA insurance plan based on birth date.

OUTPUTS

The following outputs shall result from the Leave Year-End process.

3.1.1.7.3-200

Personnel and payroll master data files.